

**Family Support Statewide Database (FSSD):**  
**Supervisor's Guide to Data**  
Author: Julie Tchoumkeu, MIECHV Quality Assurance Coordinator



**Jeopardy: Data Entry Review**

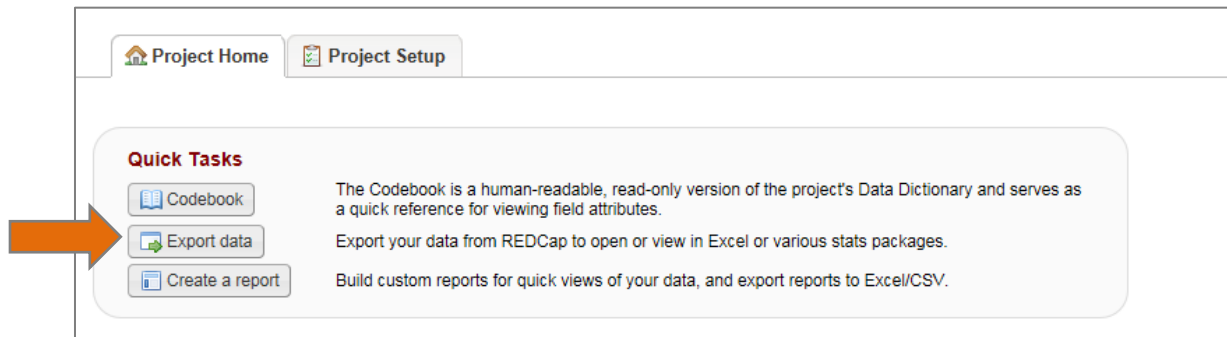
REDCap	Data Collection	QSR, Program Report & more Data Collection
<p>Q: When should participants be entered into REDCap?</p> <p>A: Once they are officially enrolled in your program and have begun receiving services.</p>	<p>Q: Which date should be a family's "Enrollment date"?</p> <p>A: The date of the first home visit, where enrollment paperwork is finalized.</p>	<p>Q: When must home visitors complete the Quarter Report?</p> <p>A: By 5 days after the end of the quarter; this must be completed for all families served for even one day in the report's quarter.</p>
<p>Q: What is the first step you should take if you are having trouble logging in to REDCap?</p> <p>A: Reset your password (<a href="http://www.icts.uiowa.edu/content/external-hawkid-account-reset">http://www.icts.uiowa.edu/content/external-hawkid-account-reset</a>).</p>	<p>Q: "Child's Race" should be (choose all that apply):</p> <ul style="list-style-type: none"><li>a. only one selection</li><li>b. race as observed by the home visitor</li><li>c. race as identified by the family</li><li>d. as many selections as apply</li></ul>	<p>Q: For the quarterly report question "Number of Children 0-5 participating in family support...", should unborn children be included in this count?</p> <p>A: Yes</p>

	A: C & D	
<p>Q: What should you do if a case is accidentally entered into REDCap that shouldn't be?</p> <p>A: A supervisor or program director should send a detailed deletion request to the state office (Julie Tchoumkeu: Julie.Tchoumkeu@idph.iowa.gov).</p>	<p>Q: Household income should include (choose all that apply):</p> <ul style="list-style-type: none"> <li>a. TANF/FIP</li> <li>b. food stamps-monetary equivalent</li> <li>c. earnings from all household members</li> <li>d. child support</li> </ul> <p>A: A, C, D</p>	<p>Q: Children entered into REDCap should reflect (choose one):</p> <ul style="list-style-type: none"> <li>a. all children in a family</li> <li>b. all children in a family at the time of enrollment</li> <li>c. all children 0-5 in a family</li> </ul> <p>A: C</p>
<p>Q: How often do you need to reset your password?</p> <p>A: Once per year; passwords expire after 365 days with no warning. Study name for reset: FSSD</p>	<p>Q: Should household income be an exact number or an estimate?</p> <p>A: An exact number; this does not need to be verified independently, but the home visitor can ask the family to look at tax returns or income receipts.</p>	<p>Q: Should the Program Report be completed for each county or for each program?</p> <p>A: For each county within each program.</p>
<p>Q: If you are having problems with REDCap, what is the contact hierarchy?</p> <p>A: Home visitor- Supervisor- Project Director/Program Manager- Local ECI Director- Shanell Wagler (REDCap technical program Q's); Julie Tchoumkeu (Data Q's)</p>	<p>Q: Demographics should be updated for each family quarterly, True or False?</p> <p>A: False. The only exception is for children born after a family's enrollment. In this case, the new child's demographic information should be added (this does not change household size).</p>	<p>Q: "Child 1" should be:</p> <ul style="list-style-type: none"> <li>a. the youngest child</li> <li>b. the oldest child</li> <li>c. the target child</li> <li>d. no preference</li> </ul> <p>A: D. However: for pregnant mothers with existing children, the case should be marked as a prenatal enrollment and Child 1 should be the prenatal child.</p>

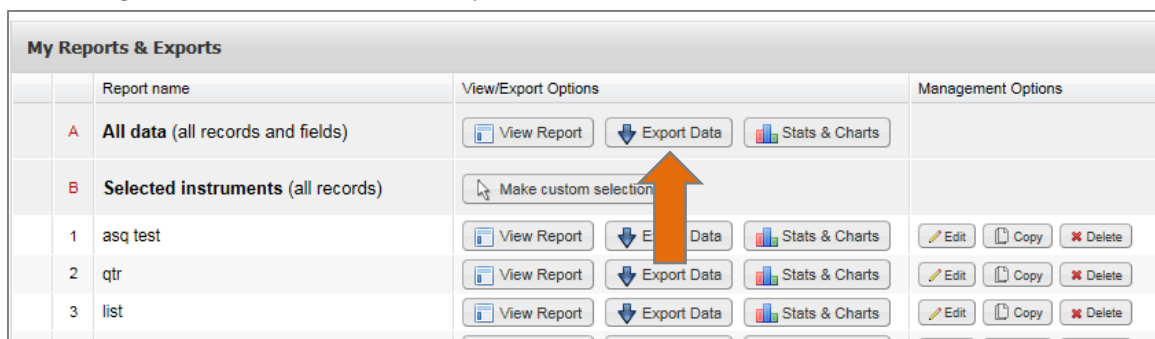
❖ Feel free to use this jeopardy game at your next staff meeting!

## REDCap Data Exportation

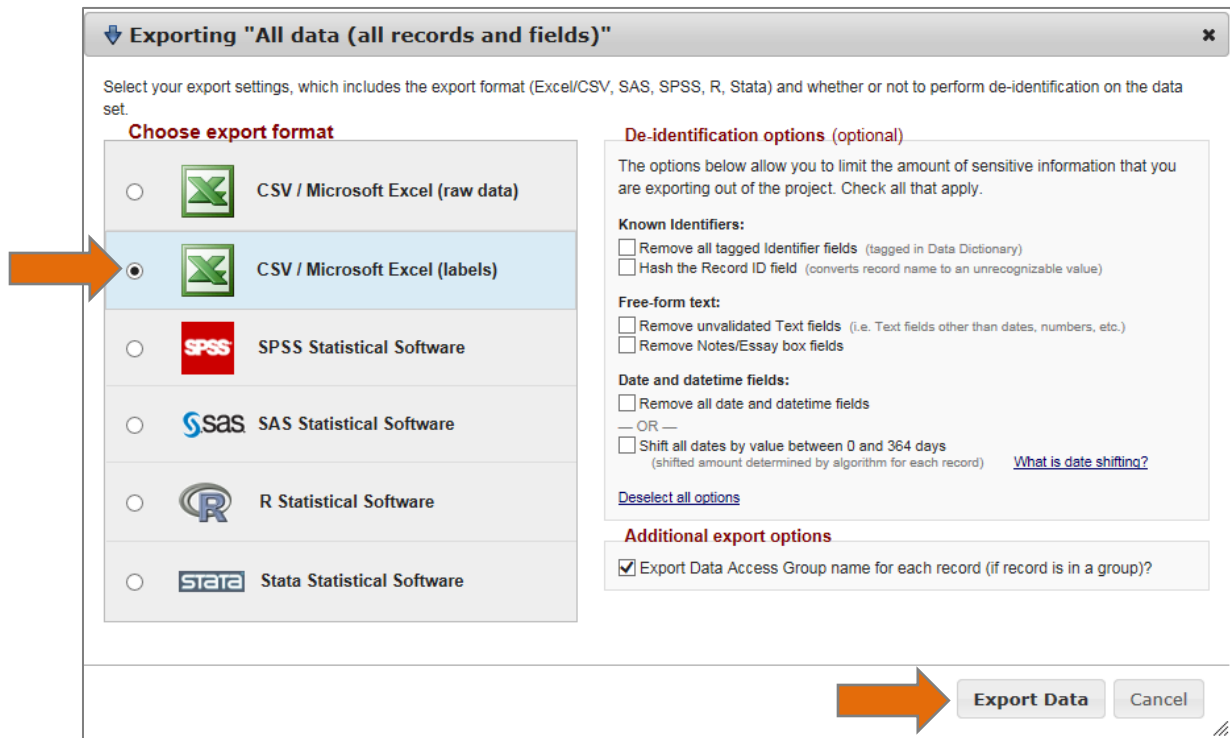
1. Sign in to REDCap. Under the My Projects tab, click on Family Support Family Data Collection.
2. Click the Export Data button.



3. To the right of All Data, click the Export Data button.



- Choose CSV/Microsoft Excel Labels and click the Export Data button.



**Exporting "All data (all records and fields)"**

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and whether or not to perform de-identification on the data set.

**Choose export format**

- ☐ CSV / Microsoft Excel (raw data)
- ☒ **CSV / Microsoft Excel (labels)**
- ☐ SPSS Statistical Software
- ☐ SAS Statistical Software
- ☐ R Statistical Software
- ☐ Stata Statistical Software

**De-identification options (optional)**

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

**Known Identifiers:**

- ☐ Remove all tagged Identifier fields (tagged in Data Dictionary)
- ☐ Hash the Record ID field (converts record name to an unrecognizable value)

**Free-form text:**

- ☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- ☐ Remove Notes/Essay box fields

**Date and datetime fields:**

- ☐ Remove all date and datetime fields
- OR —
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)

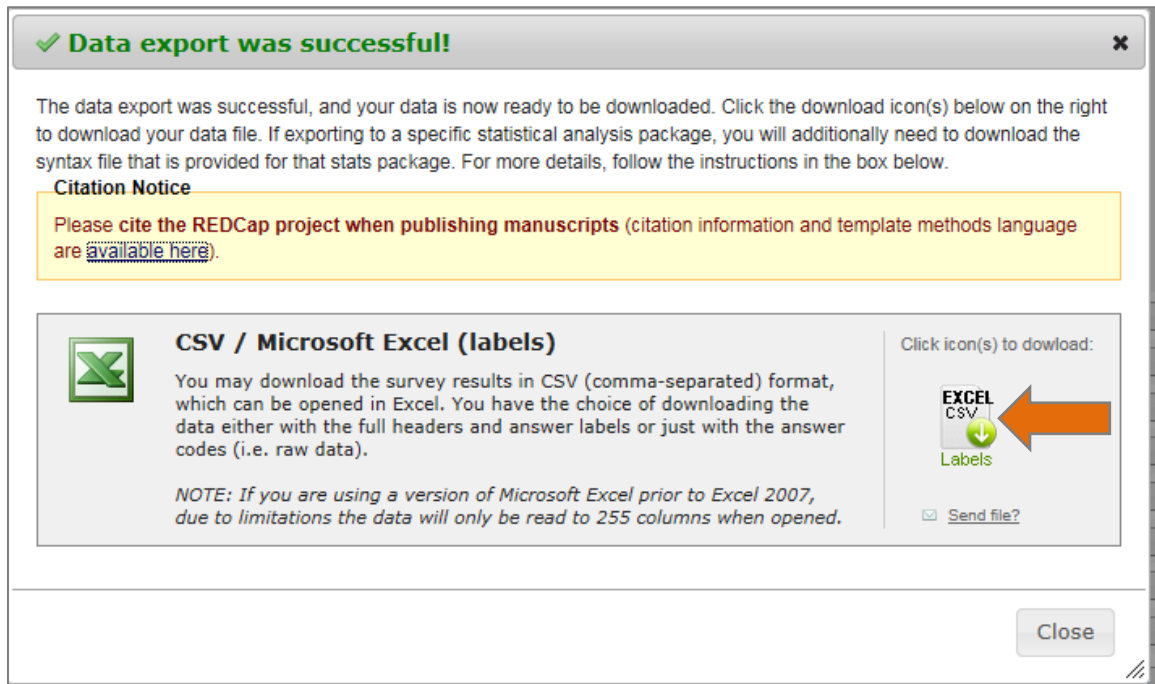
[Deselect all options](#)

**Additional export options**

- ☒ Export Data Access Group name for each record (if record is in a group)?

**Export Data** Cancel

- Once the below screen pops up, click on the Excel icon.



**✓ Data export was successful!**

The data export was successful, and your data is now ready to be downloaded. Click the download icon(s) below on the right to download your data file. If exporting to a specific statistical analysis package, you will additionally need to download the syntax file that is provided for that stats package. For more details, follow the instructions in the box below.

**Citation Notice**

Please cite the REDCap project when publishing manuscripts (citation information and template methods language are [available here](#)).

**CSV / Microsoft Excel (labels)**

You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data).

*NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.*

Click icon(s) to download:

**EXCEL CSV Labels**


☒ [Send file?](#)

Close

6. A pop-up will appear at the bottom of the screen asking if you want to open, save or cancel your document; click Open. Your data will populate in an Excel spreadsheet.
7. Save a copy of your Excel spreadsheet as a back-up copy and save another copy as your working copy.


### Sort & Filter: Demographic Data

1. Begin by formatting your Excel sheet so that it is easier to work with.
  - a. Make the header row bold: Select the row by clicking on the "1", then type CNTL + B.




	A	B	C	D	E	F
1	<b>Case Id</b>	<b>Enrollmer</b>	<b>County:</b>	<b>Name of f</b>	<b>Name of f</b>	<b>Name of f</b>
2	1	1/7/2013	Alpha			
3	2	4/3/2013	Beta			
4	3	#####	Charlie			
5	4	#####	Delta			

- b. Raise the height of the first row: Click on the bottom of the row and drag it down until it's at your desired height.



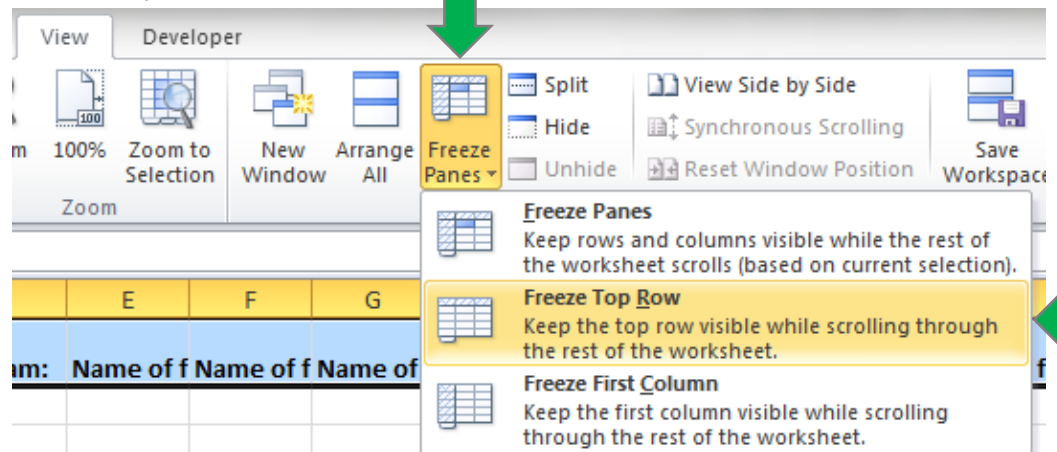
	A	B	C	D	E	F
1	<b>Case Id</b>	<b>Enrollmer</b>	<b>County:</b>	<b>Name of f</b>	<b>Name of f</b>	<b>Name of f</b>
2	1	1/7/2013	Alpha			
3	2	4/3/2013	Beta			
4	3	#####	Charlie			
5	4	#####	Delta			

- c. Lengthen columns where "###" shows up instead of the data ("#" will appear when data comprised of numbers does not fit into its cell) or where text that you would like to see is cut off: Double click on the right side of the column letter to resize to fit all data in the column. To customize the column's length, click and drag on the right side of the column letter. The header row should now look something like the screen shot below.



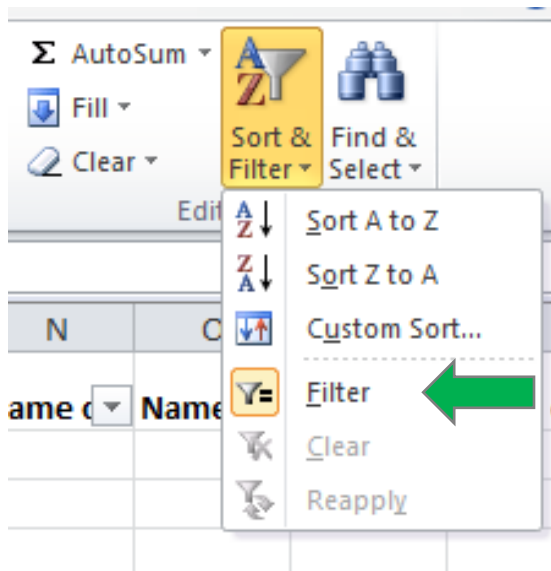
	A	B	C	D	E	F
1	Case Id	Enrollment date:	County:	Name of f	Name of f	Name of f
2	1	1/7/2013	Alpha			
3	2	4/3/2013	Beta			
4	3	2/25/2011	Charlie			
5	4	8/20/2012	Delta			

- d. When looking at data sets with more than 40 rows, it is often useful to freeze the top row so that it sticks at the top of the page as you scroll through data. To do this, select the top row. Under the View tab, choose Freeze Panes, then Freeze Top Row.

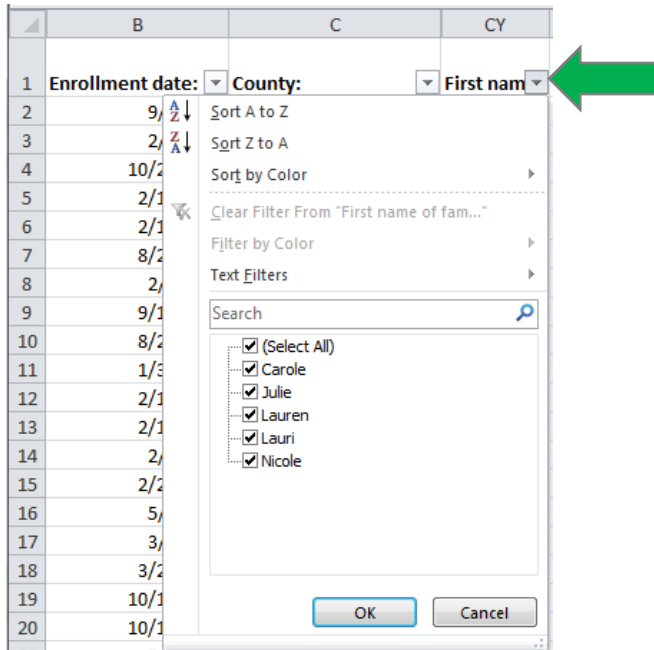


To unfreeze the top row, chose Freeze Panes, Unfreeze Panes.

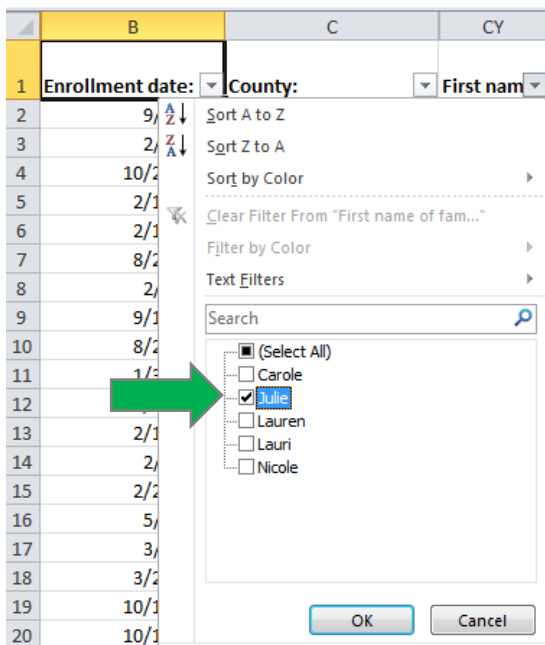
2. Select the header row. Click the Sort and Filter dropdown and choose Filter.



- To sort data, click the column's dropdown arrow and choose your sorting preference. Different options will appear depending on if the column's data consists of text, numbers, or dates. Common sort options: alphabetically, oldest to newest, largest to smallest (and vice versa).




- Check/ uncheck filter boxes to look at one or more county or home visitor's data, for example. *This is a quick and easy way to check data completion by each home visitor!*



## Hiding/Un-hiding Columns: Demographic Data

1. To hide columns, click on the column header of the first column you wish to hide, and drag to the left or right until you have selected all of the columns you wish to hide.



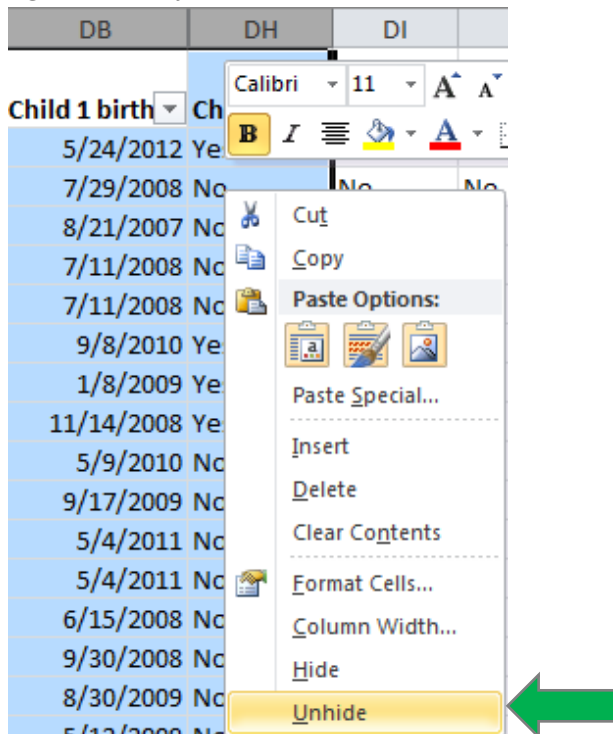
DC	DD	DE	DF	DG	DH
Child 1	Child 1	Child 1	Child 1	Child 1 Rac	Child 1 H
Unchecke	Unchecke	Unchecke	Unchecke	Checked	Yes
Unchecke	Unchecke	Unchecke	Unchecke	Checked	No
Unchecke	Unchecke	Unchecke	Unchecke	Checked	No
Unchecke	Unchecke	Unchecke	Unchecke	Checked	No
Unchecke	Unchecke	Unchecke	Unchecke	Checked	No
Unchecke	Unchecke	Unchecke	Unchecke	Checked	Yes
Unchecke	Unchecke	Unchecke	Unchecke	Unchecked	Yes
Unchecke	Unchecke	Unchecke	Unchecke	Unchecked	Yes
Unchecke	Unchecke	Unchecke	Unchecke	Checked	No

2. Right click anywhere within the selected data and choose Hide.

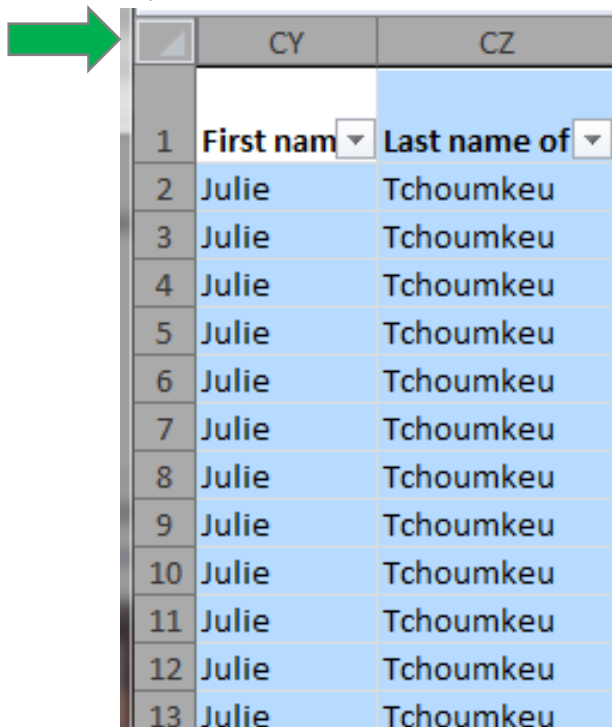
DC	DD	DE	DE	DG	D
Child 1	Child 1				
Unchecke	Unchecke	Unchecke	Unchecke	Checked	Yes
Unchecke	Unchecke			Checked	No
Unchecke	Unchecke			Checked	No
Unchecke	Unchecke			Checked	No
Unchecke	Unchecke			Checked	No
Unchecke	Unchecke			Checked	Yes
Unchecke	Unchecke			checked	Yes
Unchecke	Unchecke			checked	Yes
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No
Unchecke	Unchecke			ecked	No



- To unhide columns, highlight the two columns on either side of the hidden columns, right click anywhere within the selected data, and choose Unhide.

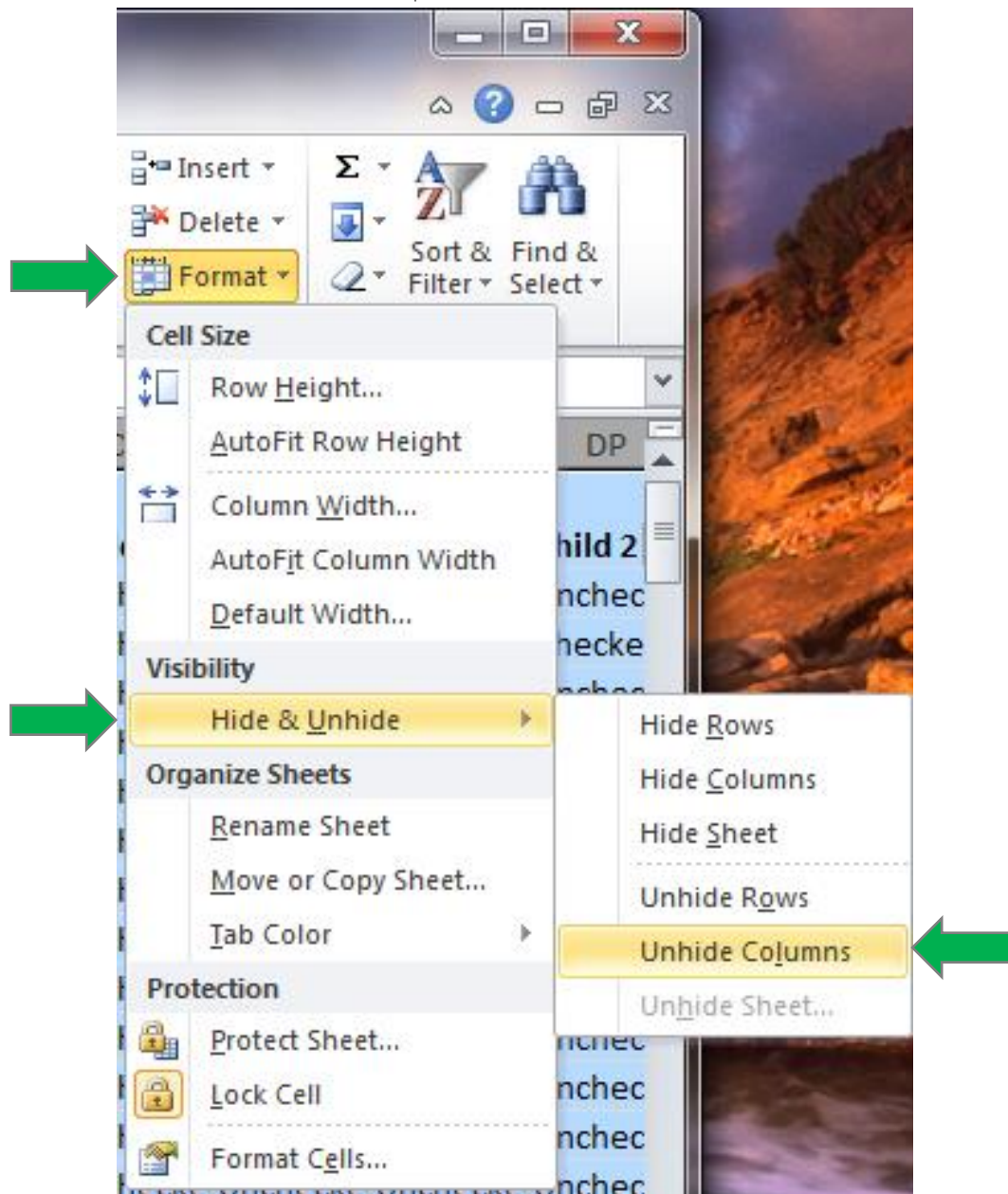


- To unhide all data in a spreadsheet, select the entire spreadsheet by clicking on the top left corner.



5. In the Home tab, choose Format - Hide & Unhide - Unhide Columns.

Note: The same techniques can be used to hide and unhide rows as columns.

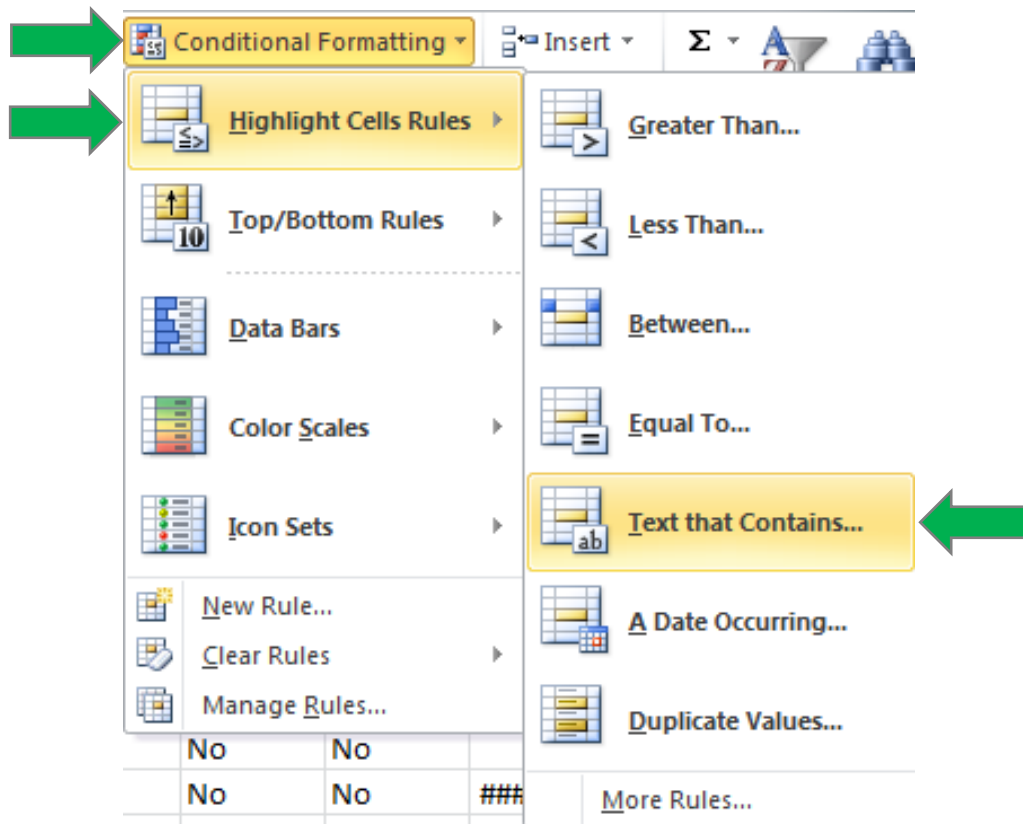


## Conditional Formatting (Highlighting): Demographic Data

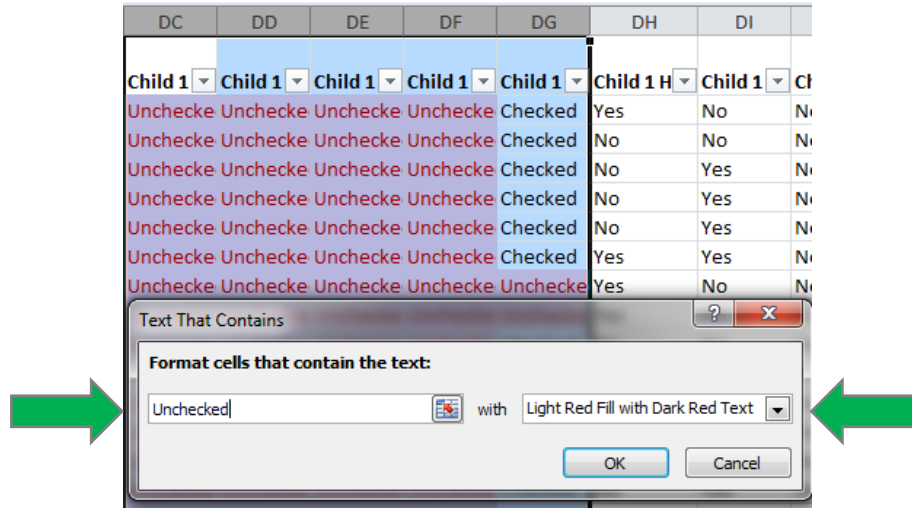
1. Select the data range you wish to work with; often this will be columns.

DC	DD	DE	DF	DG
Child 1 ▾	Child 1 ▾	Child 1 ▾	Child 1 ▾	Child 1 Rac ▾
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Checked
Unchecke	Unchecke	Unchecke	Unchecke	Unchecked
Unchecke	Unchecke	Unchecke	Unchecke	Unchecked
Unchecke	Unchecke	Unchecke	Unchecke	Checked

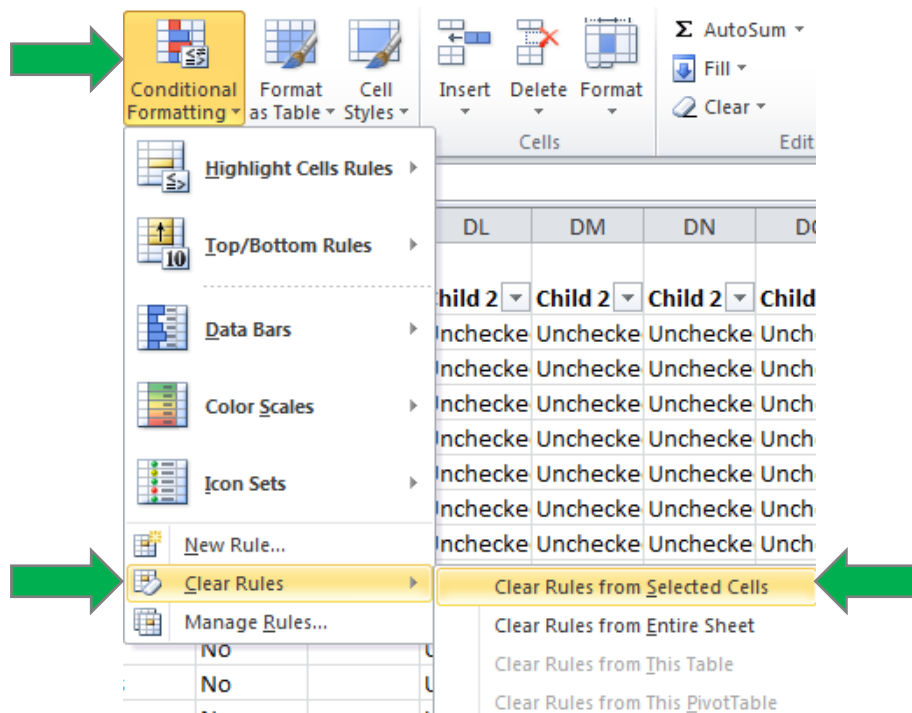
2. On the Home tab, choose Conditional Formatting- Highlight Cell Rules- Text that Contains...



3. A pop-up box will appear. In the "Format cells that contain the text:" box, type the text you wish to highlight, such as "unchecked". In the "Light Red Fill with Dark Red Text" box, you may change the color of the highlighting by clicking the drop-down box.



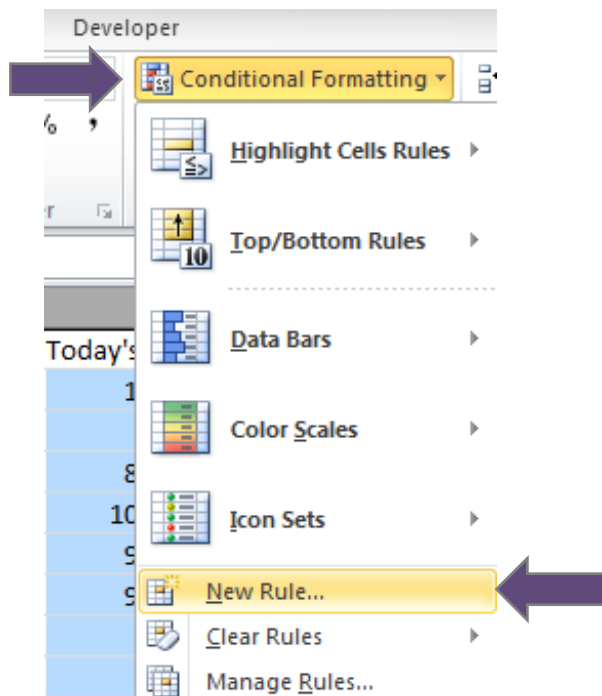
4. You can now more easily spot check which cases are missing race data for Child 1.
5. To delete conditional formatting, highlight the columns with the formatting you wish to clear. Under the Home tab, click on Conditional Formatting – Clear Rules – Clear Rules from Selected Cells.



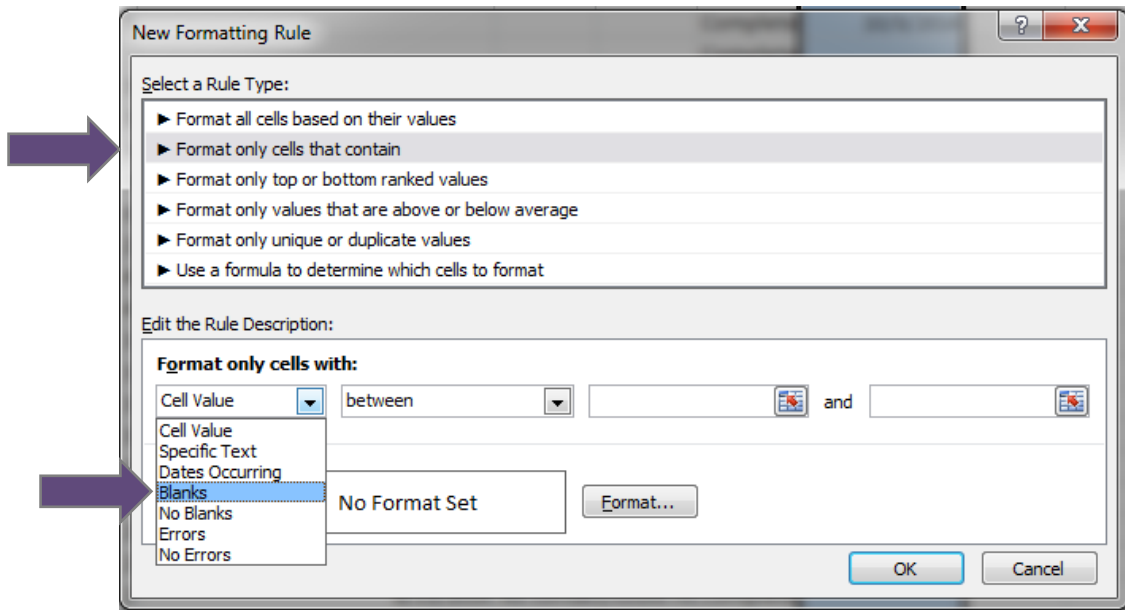
## Quarterly Service Report Data Check

Note: The best time to check Quarterly Service Report (QSR) data is *before* the data is due. Home Visitors should be given a date shortly before the official due date to complete QSRs to give supervisors time to check the data.

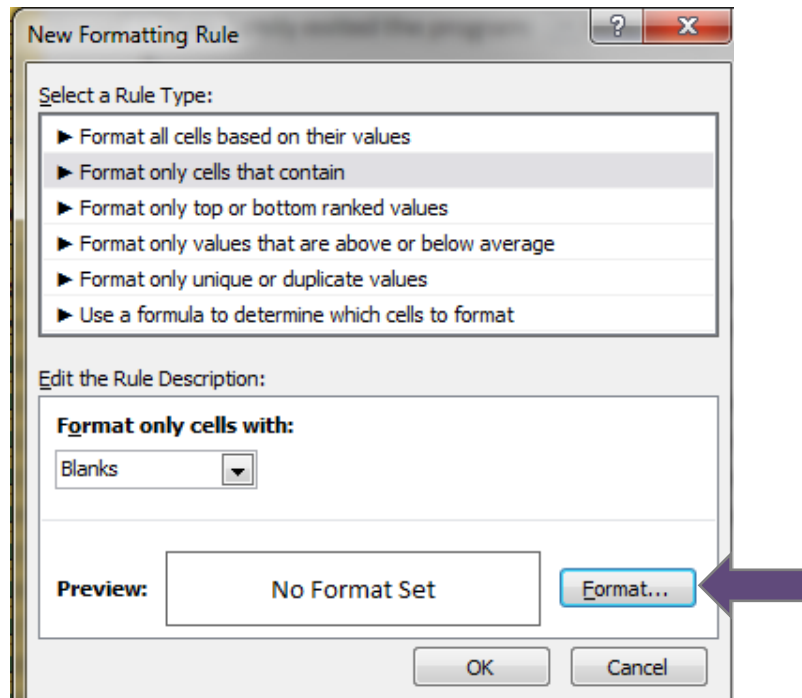
1. Hide all demographic columns except Case Identifier, Enrollment Date and Date family exited the program.
2. Filter sort by enrollment date. Delete all families with an enrollment date after the start of the current quarter. (Example: Quarterly Report Oct-Dec '14: delete all cases with enrollment dates on or after January 1, 2015).
3. Filter and sort by exit date. Delete all families with an exit date before the start date of the current quarter (delete all cases with exit dates on or before September 30, 2014).
4. Highlight all empty QSRs- these are past due/ almost due.
  - a. Select Today's Date column.
  - b. In the Home tab, choose Conditional Formatting- New Rule.



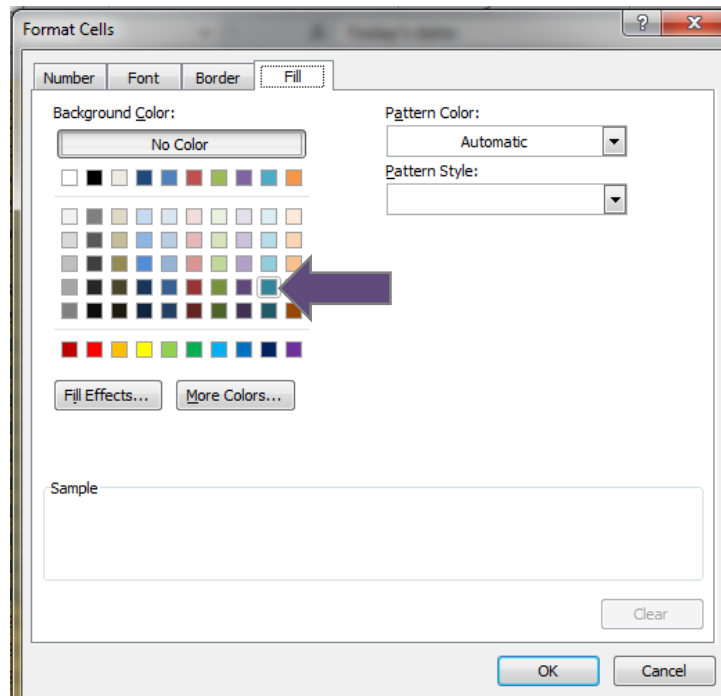
- c. A pop-up box will appear. Click on "Format only cells that contain." The pop-up box will change to the below format. In the "Cell Value" drop-down menu, choose "Blanks".



- d. Click the Format button; the pop-up will again change form.



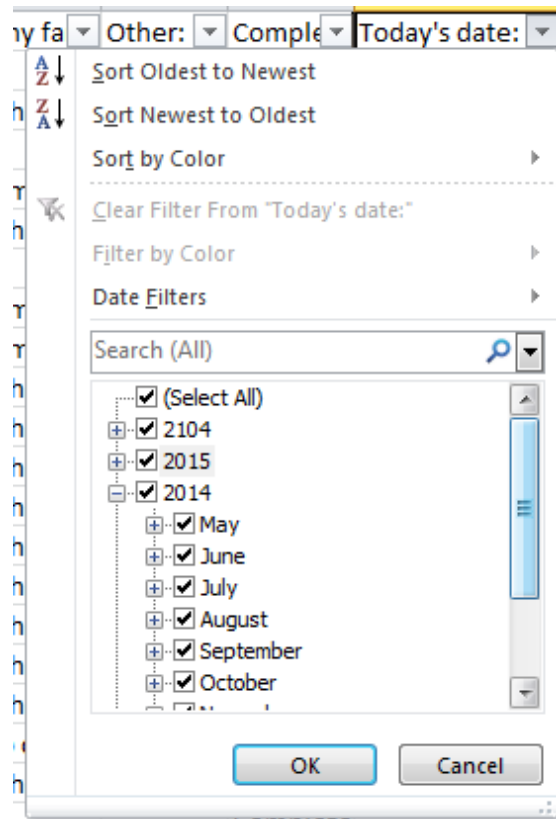
- e. Under the Fill tab choose a color. All blank cells (i.e. QSRs that have no date listed and are most likely not complete) will be highlighted with this color.



f. Your data will now look something like this:

▼	Today's date: ↑	Numl
delete	1/2/2014	
delete		
delete	1/5/2014	
delete	1/1/2014	
delete		
delete	12/31/2014	
delete		
delete		
delete	1/5/2014	
delete	1/4/2014	
delete	6/30/2014	

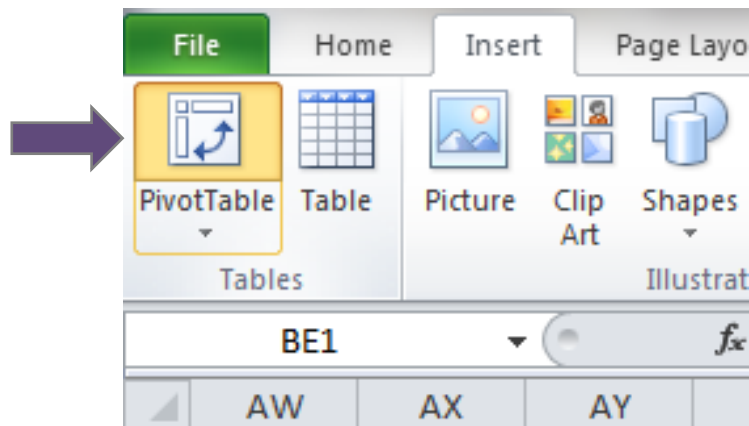
5. Use the Today's Date drop-down to look for suspicious dates. 2104 is in the future, and thus incorrect. Dates listed before the end of the Service Period (in this example, December 31, 2014) are suspicious as well.



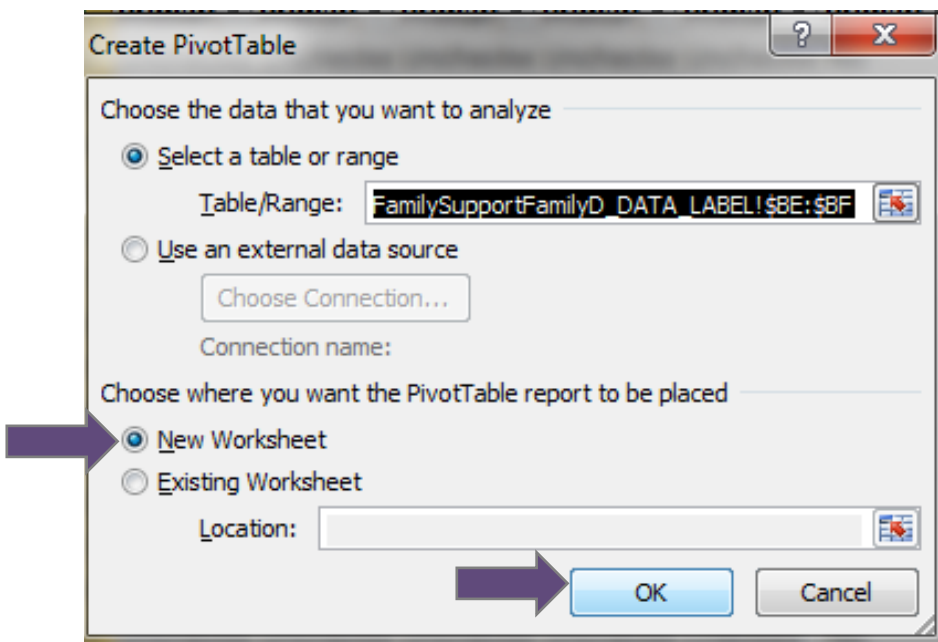


## Bonus- Pivot Tables!

1. Select the data you wish to include in your pivot table. To look at languages, select the columns Primary Language Spoken at Home and Other (above).
2. Under the Insert tab, click on the Pivot Table icon.

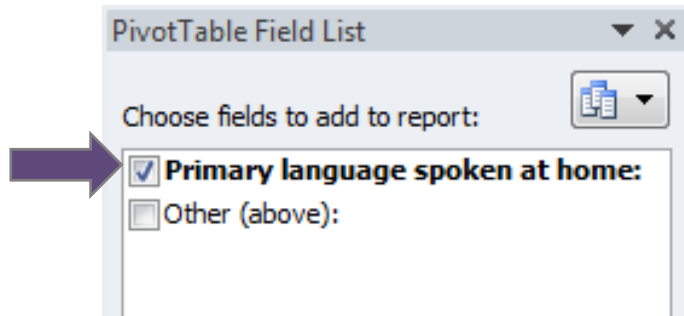


3. A pop-up box will appear. Make sure "New Worksheet" is chosen and click the OK button.

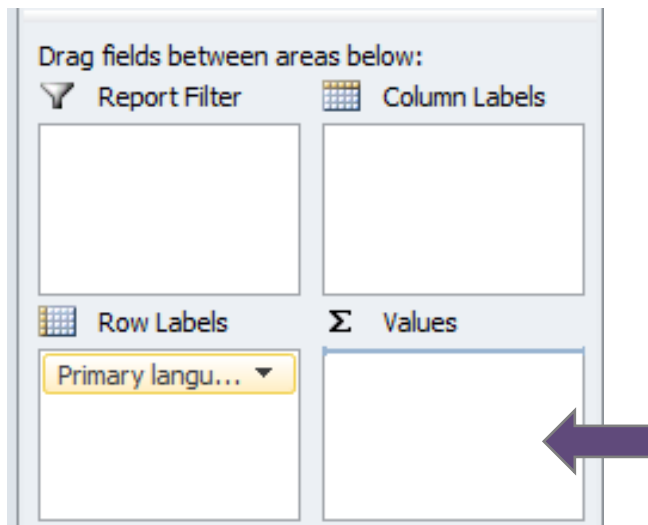


4. A new worksheet in your Excel workbook will appear. This worksheet contains your pivot table.

5. On the right hand side of the screen, check the box Primary languages spoken at home.



6. Click, hold and drag the Primary languages spoken at home text. Drop the text in to the box below Values.



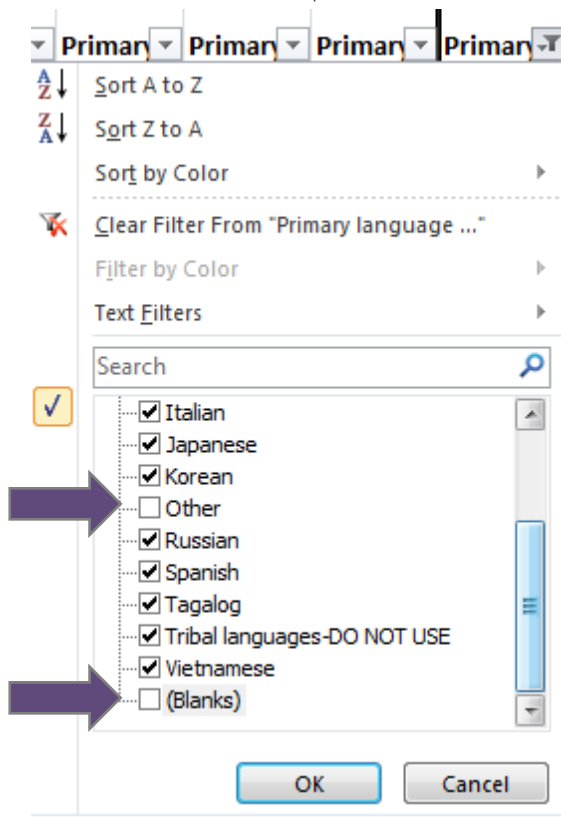
7. You now have a table showing all languages for your program:

3	Row Labels	Count of Primary language spoken at home:
4	Arabic	107
5	Chinese	35
6	English	9246
7	French	21
8	Italian	1
9	Japanese	3
10	Korean	22
11	Other	668
12	Russian	14
13	Spanish	1462
14	Tagalog	1
15	Tribal languages-DO NOT USE	31
16	Vietnamese	14
17	(blank)	
18	Grand Total	11625

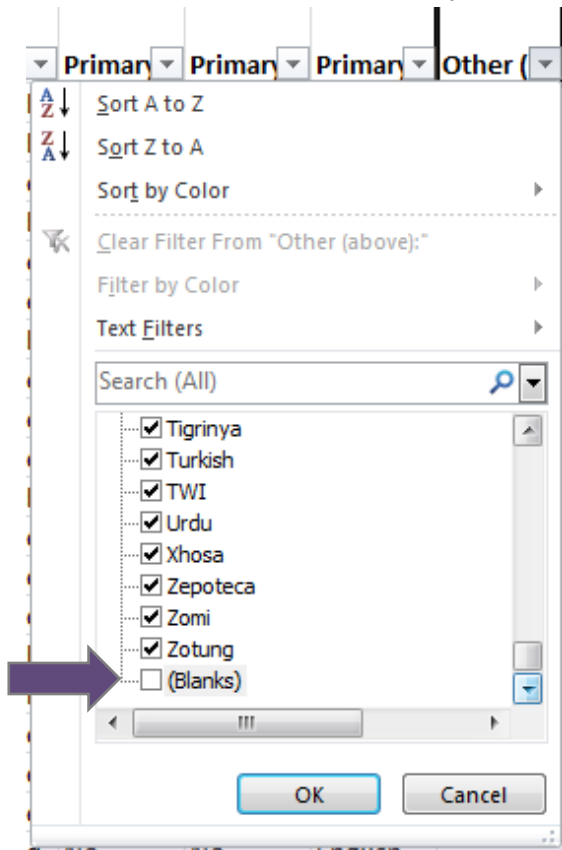
8. Repeat the above steps using Other (above) instead of Primary languages spoken at home. You will now see a table with all Other languages. This data likely will need to be cleaned before you will have a useful table.

3	Row Labels	Count of Other (above):
4	Mon	1
5	also english	1
6	Also spak spanish	1
7	also speaks spanish	1
8	American Sign Language	1
9	Amharic	2
10	and English	2
11	Arabic	2
12	Arakan	2
13	Arkan/Burmese	1
14	Bermese	1
15	Bilingual - English Primary	1
16	Bilingual - Spanish	1

9. Cleaning data:
- In the Primary language spoken at home column, click to de-select Other and (Blanks) from the dropdown.



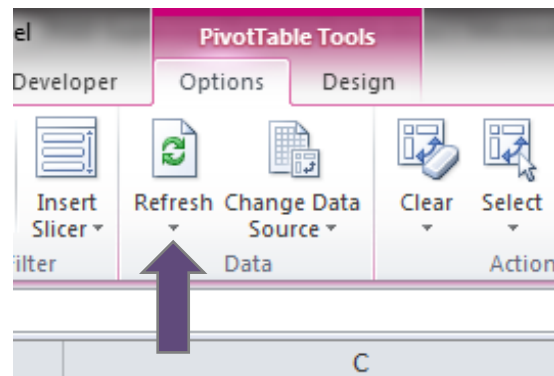
- b. In the Other (above) column of your worksheet, select all except (Blanks).



- c. Select all data in the Other (above) column from row 2 and below, and delete this data. [Unless Other (above) is chosen as the primary language, there should be no data in the Other (above) column.]
- d. Using the column dropdown menus, re-select all data under both Primary language... and Other (above) columns.
- e. Use the dropdown menu for Other (above) to look at your data and:
- Ensure all spellings are correct.
  - Combine languages that are the same language- i.e. Chuuk and Chuukese are the same language. This may take some detective work and consulting [www.Ethnologue.com](http://www.Ethnologue.com)!
  - Delete unclear data, data that is incorrect (i.e. "also English") and data with two languages listed.

iv. Work with home visitors to ensure this data is cleaned up in REDCap.

f. Go back to the Pivot Table worksheet and under the Options tab, click Refresh.



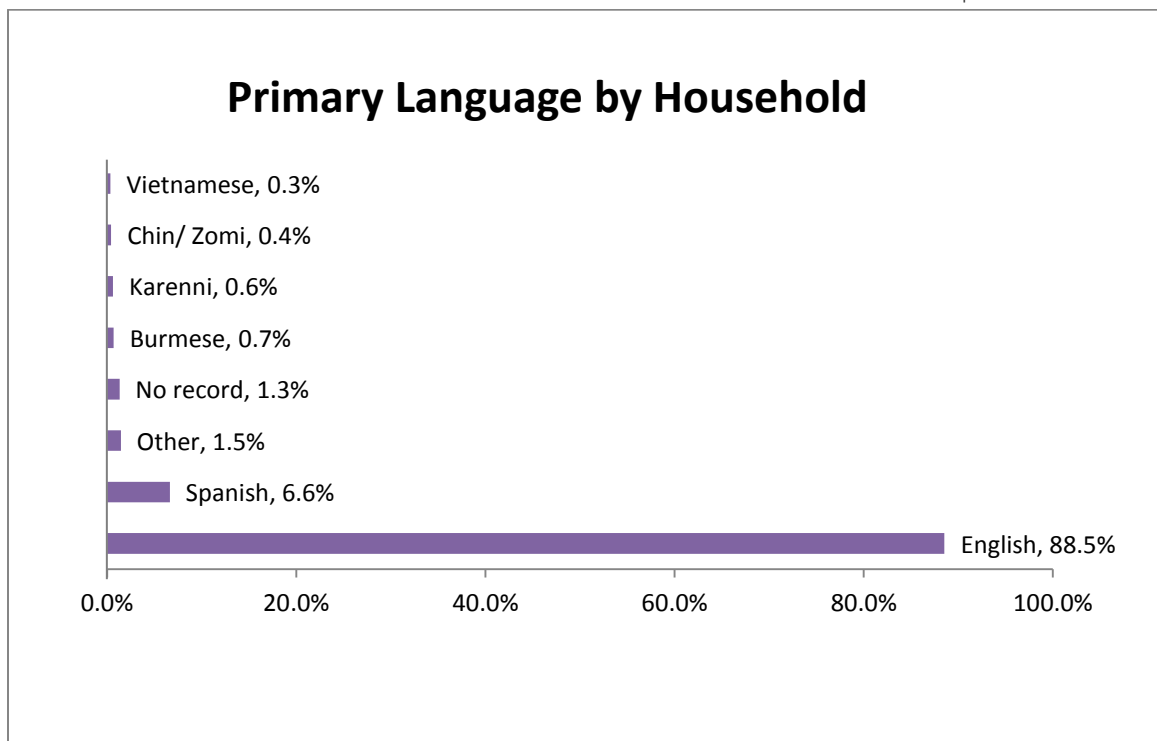
g. Your pivot table should now look more like this:

3	Row Labels	Count of Other (above):
4	Arabic	2
5	Bosnian	7
6	Burmese	118
7	Hindi	7
8	Karen	162
9	Nepali	1
10	Grand Total	297

10. Copy and paste the Primary languages spoken at home pivot table and Other (above) pivot tables into Microsoft Word and manually combine into one table. Copy and paste this new table back into Excel if you wish. Your table may look something like:

Primary Language	
English	1281
Spanish	96
Other	21
No record	19
Burmese	10
Karenni	9
Chin/ Zomi	6
Vietnamese	5

11. You can make this data into a chart in Microsoft word as well! For example:



*Note: To save an excel file, ensure that "Save as Type" (under file name) is set to "Excel Workbook."*

*How can you use this data?* A few ideas:

- 🌐 Language data: open a discussion of best practices working with interpreters or give stakeholders/ funders a better idea of the communities you're working with.
- 🌐 Most other demographic data can be looked at in Pivot Tables as well- this is a great way to get tables and charts out of your overall data.

### Useful Excel Shortcuts

Find	CTRL F
Select	CTRL + shift + ↓, →, ←
Select column	CTRL + Space
Select row	Shift + Space
Copy	CTRL + C
Paste	CTRL + V
Repeat Last Task	F4
Autocomplete a function	Tab
Go to cell A1	CTRL + Home
Go to last cell in worksheet	CTRL + End

## APPENDIX

### FSSD Excel Formulas to Copy & Paste

**Note:** Inserting columns anywhere before a column containing one of these formulas will cause the formulas not to work. In this case, delete the added columns or change the formula's letters in order for the formula to work. Inserting columns after using one of these formulas or in a column to the right of one of these formulas will not break the formula.

#### Combine *Name of family support program* into one column

- Insert a column before column D (select column D, right click, insert).
- Copy and paste the below formula into D2.
- Autofill down (select cell D2, hover in the lower right corner until you get the + sign, then double click).
- If you wish, hide all columns E2 through CY2. Do not delete these columns.

```
=CONCATENATE(E2, F2, G2, H2, I2, J2, K2, L2, M2, N2, O2, P2, Q2, R2, S2, T2, U2, V2, W2, X2, Y2, Z2, AA2, AB2, AC2, AD2, AE2, AF2, AG2, AH2, AI2, AJ2, AK2, AL2, AM2, AN2, AO2, AP2, AQ2, AR2, AS2, AT2, AU2, AV2, AW2, AX2, AY2, AZ2, BA2, BB2, BC2, BD2, BE2, BF2, BG2, BH2, BI2, BJ2, BK2, BL2, BM2, BN2, BO2, BP2, BQ2, BR2, BS2, BT2, BU2, BV2, BW2, BX2, BY2, BZ2, CA2, CB2, CC2, CD2, CE2, CF2, CG2, CH2, CI2, CJ2, CK2, CL2, CM2, CN2, CO2, CP2, CQ2, CR2, CS2, CT2, CU2, CV2, CW2, CX2, CY2)
```

#### Primary caregiver race

If you have already used the *Name of family support program* formula above:

- Insert a column before column FA.
- Copy and paste the below formula into FA2 and autofill down.

```
=IF(OR(AND(EV2="Checked", EW2="Checked"), AND(EV2="Checked", EX2="Checked"), AND(EV2="Checked", EY2="Checked"), AND(EV2="Checked", EZ2="Checked"), AND(EW2="Checked", EX2="Checked"), AND(EW2="Checked", EY2="Checked"), AND(EW2="Checked", EZ2="Checked"), AND(EX2="Checked", EY2="Checked"), AND(EX2="Checked", EZ2="Checked"), AND(EY2="Checked", EZ2="Checked")), "Multiracial", IF(EZ2= "Checked", "White", IF(EX2= "Checked", "African American or Black", IF(EY2= "Checked", "Asian", IF(EV2= "Checked", "Native American or Alaskan Native", IF(EW2= "Checked", "Native Hawaiian or Pacific Islander", "None Checked"))))))))
```

If you have **not** used the *Name of family support program* formula above:

- Insert a column before column EZ.
- Copy and paste the below formula into EZ2 and autofill down.

```
=IF(OR(AND(EU2="Checked", EV2="Checked"), AND(EU2="Checked", EW2="Checked"), AND(EU2="Checked", EX2="Checked"), AND(EU2="Checked", EY2="Checked"), AND(EV2="Checked", EW2="Checked")),
```



AND(EV2="Checked", EX2="Checked"), AND(EV2="Checked", EY2="Checked"), AND(EW2="Checked", EX2="Checked"), AND(EW2="Checked", EY2="Checked"), AND(EX2="Checked", EY2="Checked")), "Multiracial", IF(EY2="Checked", "White", IF(EW2="Checked", "African American or Black", IF(EX2="Checked", "Asian", IF(EU2="Checked", "Native American or Alaskan Native", IF(EV2="Checked", "Native Hawaiian or Pacific Islander", "None Checked"))))))))

- To find the race of Children 1-5, copy and paste the formula into a new column to the right of those children's race columns and change the column names to the letters that correspond to that child's race data.

### % of Federal Poverty Level (FPL)

If you have already used **both** formulas above:

- Insert a column before column FO.
- Copy and paste the below formula into FO2 and autofill down.
- Select the column & switch data to %.

=IF(OR(FN2="", FM2=""), "M/A", IF(FN2=1, FM2/11770, IF(FN2=2, FM2/15930, IF(FN2=3, FM2/20090, IF(FN2=4, FM2/24250, IF(FN2=5, FM2/28410, IF(FN2=6, FM2/32570, IF(FN2=7, FM2/36730, IF(FN2=8, FM2/40890, IF(FN2=9, FM2/45050, IF(FN2=10, FM2/49210, IF(FN2=11, FM2/53370, IF(FN2=12, FM2/57530, "?"))))))))))))

If you have used **none** of the formulas above:

- Insert a column before column FM.
- Copy and paste the below formula into FM2 and autofill down.
- Select the column & switch data to %.

=IF(OR(FL2="", FK2=""), "M/A", IF(FL2=1, FK2/11770, IF(FL2=2, FK2/15930, IF(FL2=3, FK2/20090, IF(FL2=4, FK2/24250, IF(FL2=5, FK2/28410, IF(FL2=6, FK2/32570, IF(FL2=7, FK2/36730, IF(FL2=8, FK2/40890, IF(FL2=9, FK2/45050, IF(FL2=10, FK2/49210, IF(FL2=11, FK2/53370, IF(FL2=12, FK2/57530, "?"))))))))))))

**Note:** This formula is based on 2015 federal poverty guidelines. This number will give a close estimate of each family's % of FPL. There is a chance that a family with a borderline income could fall into a different range using 2015 guidelines than if the guidelines in place during their year of enrollment were used (especially if they were enrolled many years ago). Feel free to modify the income numbers in the formula to copy and paste into other enrollment years. For 2014 enrollments, the formula would be:

=IF(OR(FL2="", FK2=""), "M/A", IF(FL2=1, FK2/11670, IF(FL2=2, FK2/15730, IF(FL2=3, FK2/19790, IF(FL2=4, FK2/23850, IF(FL2=5, FK2/27910, IF(FL2=6, FK2/31970, IF(FL2=7, FK2/36030, IF(FL2=8, FK2/40090, IF(FL2=9, FK2/44150, IF(FL2=10, FK2/48210, IF(FL2=11, FK2/52270, IF(FL2=12, FK2/56330, "?"))))))))))))

## % of FPL RANGE

If you have already used **all** formulas above:

- Insert a column before column FP.
- Copy and paste the below formula into FP2 and autofill down.

```
=IF(FO2="N/A", "N/A", IF(FO2<=100%, "<=100%", IF(FO2<=151%, "101-150%", IF(FO2<=200%, "151-200%", IF(FO2<=299%, "201-299%", ">=300%")))))
```

If you have used **only** the % of Federal Poverty Level formula above:

- Insert a column before column FN.
- Copy and paste the below formula into FN2 and autofill down.

```
=IF(FM2="N/A", "N/A", IF(FM2<=100%, "<=100%", IF(FM2<=151%, "101-150%", IF(FM2<=200%, "151-200%", IF(FM2<=299%, "201-299%", ">=300%")))))
```



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